

CITY OF LEESVILLE

ASSETS AND RESOURCE GUIDE



Mayor Rick Allen,
101 West Lee Street
Leesville, LA 71446
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cityadmin@leesvillela.gov
2017

welcome

to the best hometown
in the world.

*For all inquiries of the Leesville Assets and Resource Guide, its
departments and services contact:*

City of Leesville
Mayor Rick Allen



Patti Larney
City Administrator



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The 2017 City of
Leesville Assets
and Resource
Guide is
published for the
citizens of
Leesville by the
City of Leesville
Public
Information
Office.

MAYOR AND CITY COUNCIL/CITY ADMINISTRATION

The City of Leesville is a Home Rule municipality with a council-manager form of government with policies set by the City Council. The city manager is the chief executive officer, responsible for offering leadership and guidance to all departments. The manager is also charged with ensuring cost effective, day-to-day operations of programs and services provided by the organization. The department heads support the city manager in the daily administration, decision-making, and guidance of City staff, and represents the city manager in his absence.

Internal Audit provides audits and consulting services to promote transparency, accountability, efficiency, and effectiveness of City government for the citizens of Leesville.

The City Council consists of six city councilors and the mayor, who chairs the meetings. The mayor is elected at-large and each of the city councilors represents one neighborhood district within the city. Each resident of Leesville is thus represented by the mayor and by one city councilor. The mayor and City Council serve staggered four-year terms.

The City Council meet to conduct city business on the 2nd and 4th Mondays of the month at 3 p.m. in the City Court Chambers located at 101 West Lee Street in Leesville, LA.



Christopher Robertson-
District 1



Mayor Rick Allen



Danny Dowd
District 3



Willie Mae
Kennedy District 2



Tony Shapkoff
District 4



Alice Guess
At Large



William Thomas
At Large

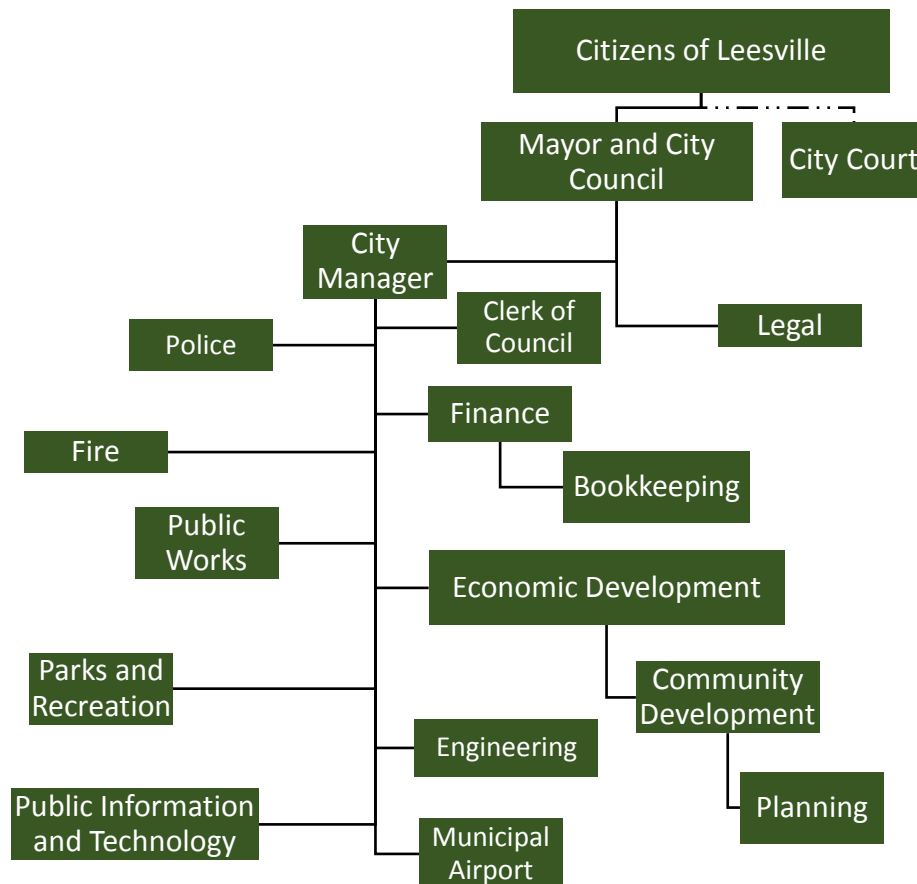


Nikki Howe
Clerk of Council

The City of Leesville has been around since 1871, though did not formally incorporate until February 15, 1900. Founded by Dr. Edmund E. Smart, the city's name actually came from Senator R. Smart, his father, in honor of General Robert E. Lee. The plantation owned by Dr. Smart, the site of Leesville's founding, may be found today at the corners of First and Lula Streets. To this day, the city of 6,612 residents continues to hold the Parish seat representing Vernon Parish.

In 1941, Camp Polk opened by order of the United States Army to make training space for the Louisiana Maneuvers and in result, the population soared. Today it is now Fort Polk and the largest Military Base in the state of Louisiana. Named after the first Episcopal Bishop in Louisiana, Leonidas Polk, the Army Base serves as home to more than 24,000 Active Duty Military and their families. Known for its timber and logging industries, Fort Polk quickly became an economic force in the City of Leesville.

The resources gathered in the Leesville City Resource Guide were compiled by the staff at the City of Leesville. The City has compiled herein the services provided by this municipality and other services utilized in the city featured in this resource guide. Inclusion of any non-city resources does not imply endorsement or recommendation.



Boards & Commissions

Historic District Commission
Municipal Fire & Police Civil Service Board
Mayor's Women's Commission
Mayor's Youth Council
Planning & Zoning Commission
Industrial Board



CITY COURT



The mission of Leesville and its City Court is to fairly and impartially facilitate the administration of justice and to promote public confidence and trust by protecting and safeguarding individual rights and liberties.

The Leesville City / Ward 1 Court pledge to develop, institute, and maintain policies and practices which support this mission and furnish access to this Court by all persons.

The court employs 4 and has the following jurisdiction:

- Civil cases or property cases when the value ranges from \$5,000 to \$20,000
- Juvenile jurisdiction, unless a separate juvenile court exists
- Violations of parish or city ordinances
- State DWI cases
- Peace bonds
- Preliminary examinations in non-capital cases

ECONOMIC DEVELOPMENT DEPARTMENT

The office of Economic Development seeks to improve the quality of life for residents of the City of Leesville by creating and/or retaining jobs and supporting the growth of local economy. We provide resources to existing local businesses and act as a liaison with business and industry seeking to locate here. Located approximately two hours northeast of Houston, Texas, Leesville, Louisiana is within the military base cluster in the United States and serves as the local township to Fort Polk an anchor of the Hwy 171 Military Deployment Corridor.



In the past few years the Regional Growth Management Team, which includes representatives from the state, parish and local levels, was instrumental in securing \$25 million for infrastructure projects on LA 467, a main artery from Leesville into Fort Polk. In fact, according to Fort Polk records, the weekly average traffic flow, inbound and

outbound, on LA 467 North through the Fort Polk Access Point is equal to 350 vehicles per hour. In addition, the City of Leesville has several great locations in including Hwy 171 with over 25,000 ADT (average daily traffic) and LA Hwy 28 with over 10,000 ADT due to the following businesses along these corridors.

Also, with recent land acquisitions by the Federal Government for Fort Polk to increase in size, the expected expansion of Fort Polk is a potential for major increases of personnel, contract work, and more soldiers including their families who many may stay off base in Leesville. The future looks very bright for Leesville and Vernon Parish. We invite any interested businesses to take a very close look and see for themselves the solid investment opportunities awaiting them here.

Today, Leesville's attraction for businesses is stronger than ever, with dynamic opportunities for growth, expansion, and success. From its thriving commercial corridors to its renowned historic district, Leesville offers tremendous opportunities for expanding businesses, corporate offices, technology companies, and entrepreneurial start-ups.

COMMUNITY DEVELOPMENT DEPARTMENT



Leesville host Vernon Parish's largest annual events include the 2017 MayFest Arts & Crafts Fair, May 6th & 7th, winner of the 2012 "Festival of the Year!" The 2017 West Louisiana Forestry Festival & Fair, October 5th - 8th, and 2017 Derby Daze Louisiana Championship Soap Box

Derby, and the July Friday night Summer Series "Downtown at Sundown Food Truck Park" at the Polk Stage. Our calendar is full of rodeos, art exhibits, heritage days, culinary cook-offs, and nature explorations!



INDUSTRIAL PARK

The City of Leesville Northside Industrial Park Board is driven in attracting jobs to this rich timber region and to locate in the Industrial Park. The Industrial Park and its Board were created in 1998 to help provide a location for businesses at a mid-point in the State of Louisiana for storage, warehousing, milling, or manufacturing merchandise and/or products, while adversely helping to spur economic development in



the area. Attracting large numbers of jobs is a central focus for our regional economic vitality. This 14 year old industrial site built in 1998 has two available developed buildings currently at the Park: Building A and Building B.

Building A: is a 143,304 sq. ft. metal building one story with a 31 ft. ceiling. It sets on a 10.50 ac. track in the Park. Built in 1998, this building is zoned M1 (Planned Industrial

District) and within the city limits, which includes utilities. There are offices and large warehouse spacing. The slab is 6 in. concrete and previously served a manufacturing home construction business. The building has tax exemption and other incentives. The parking area serves more than 100 parking spaces. The building has three docks and access to the rail on Hwy 171. Sprinkler systems also installed.



Building B: is a 132,000 sq. ft. metal building one story with a 29 ft. ceiling. It sets on an 11.60 ac. track in the Park. Built in 1998, this building is zoned M1 (Planned Industrial District) and within the city limits, which includes utilities. There are offices and large warehouse spacing. The slab is 6 in. concrete and previously

served a manufacturing home construction business. The building has tax exemption and other incentives. The parking area serves more than 100 parking spaces. The building has three docks and access to the rail on Hwy 171. There are multiple monorail cranes for 1 & 2 ton hoists. Sprinkler systems also installed.

PLANNING DEPARTMENT

The Planning and Building Department employees 2 and assists in educating the public on zoning, permitting requirements for land development, code enforcement, and building regulations. The Department can provide information to property owners on current zoning and building requirements. Building permits are contracted.

In addition, the Planning and Building Department work closely with the Mayor, City Council, Planning Commission, and the Board of Adjustment to facilitate and review zoning change requests, as well as variance requests and site plan review.

The Code Enforcement Officer for the City of Leesville is responsible for upholding the civil codes of the City concerning for the following activities:

- Building trade compliance
- Construction compliance
- Disposal of trash
- Flood plain management
- Grass/weeds overgrown
- Illegal dumping of trash & debris
- Junk cars/abandoned vehicles
- Keeping homes painted
- Sign compliance
- Unsafe structures

The Planning and Zoning Commission reviews, approves, and disapproves applications for rezoning of property. The Board is made up of 5 members chosen by the Mayor and approved by City Council. The Board meets the first Thursday of each month in the City Courtroom at 4:30 p.m.

FINANCIAL SERVICES DEPARTMENT

The City of Leesville Finance/Human Resources Department employees 9 who are responsible for:

- Accounting
- Human Resources
- Maintaining financial records
- Oversight of departmental budgets
- Payroll
- Receipt/disbursement of monies

The Accounts Payable, Tax Collection, and Utility Billing departments fall under the Finance Department's oversight.

The Finance Department aims to provide timely and accurate financial information to the public in compliance with generally accepted governmental accounting standards.



The Finance Department maintains the following governmental funds within the city's budget and financials:

- Capital Project Funds
- Enterprise Funds (Sewer & Water), Debt Service Funds
- General Fund
- Special Revenue Funds (Sales Tax & Public Safety)

FIRE DEPARTMENT



The citizens of Leesville are entitled to protection of life and property, whether the threat is man-made or a natural disaster.

The Leesville Fire Department is charged with the protection of life and property of persons residing within the city limits with 342 fire hydrants, 6 fire trucks, 2 stations, and Homeland Security and EMT training to access, as well as the exercising of Fire Department powers over any property owned or controlled by the city which may be located outside the city limits.

The 20 fire employees provide support and technical services, record, keep, and maintain various information systems, provide for inventory and budgetary controls, prepare and provide various reports to interested parties, recruit, train, organize, and equip our fire-fighters, and coordinate our activities with other governmental agencies as well as the many and various groups within our community.

In order that we may carry out our assigned mission we are vested with certain legal authority over property. This legal authority allows us certain legal powers. In the exercise of these powers, equality must be the actuating motives.



To achieve success, the Department must win and retain the confidence and respect of the citizens of this community. We can accomplish this only by a constant and earnest effort on the part of all our personnel to perform their duties in a fair, impartial, efficient, businesslike, and professional manner.



INFORMATION TECHNOLOGY DEPARTMENT

The Office of Public Information seeks out grants for all City departments, performs research, responds to media requests, works with community groups to promote their events and maintains a monthly events, the City website and all social media accounts.

LEGAL DEPARTMENT

The City of Leesville legal council is provided by Gold, Weems, Bruser, Sues & Rundell, of Alexandria, LA and its representative practices are conducted from an office in downtown Leesville.

PARKS & RECREATION DEPARTMENT



The vision of the City of Leesville Parks and Recreation Department is to provide Leesville residents with a safe and enjoyable variety of leisure opportunities for neighboring resident families. The department oversees a number of local parks, playgrounds, and recreational facilities. The department also manages a pool, golf course, recreation complex, and community center. There are five parks in Leesville.

Dogwood Park

Location: Belview Road near Leesville High School; Features: Lighted walking path, benches and chain climber for children, workout stations.

Magnolia Park

Location: Abe Allen Memorial Drive across from West Leesville Elementary School. This park features a walking path, covered benches and playground equipment for children.

Jubilee Commemorative Park



Location: Nona Street across from Vernon Middle School. Features: Walking Path, playground equipment, and covered gazebos, benches, and parking. This park is sponsored by the Jubilee Park Committee. Each year the committee hosts multiple events that benefit the park.

Myrtle Park

Location: Kings Road

Bring your family and friends and have a great time picnicking at this beautiful park which features a covered pavilion, playground equipment, tennis and basketball courts and even a Frisbee golf course. The Frisbee Golf Course is a 9-hole course which if played in reverse can become an 18-hole course. Brooks Cowan built the course as an Eagle Scout project with the help of Boy Scout Troop 75. Bring your Frisbee and challenge yourself!

MLK Center

The MLK center employees 4 and is a wonderful community recreation center for youth and children. The center has daily programs, seminars, and summer camps for youth. Features include a well-equipped playground, covered and fenced Double College Rule Basketball Court, and spacious building space for community utilization.



Liberty Garden



Location: Nolan Trace, next to the Vernon Parish Library, is our newest park named Liberty Garden.

Liberty Garden was created as an initiative of the Keep America Beautiful program to establish a place of natural beauty that will honor the memory of those who have perished in acts of terrorism and reaffirm the principles of freedom and liberty on which our country was built. Liberty

Garden continues to grow through the efforts of the Keep Leesville Beautiful Committee, the Leesville Mayor's Women's Commission and local Boy Scout Troop 75. The boy scouts have conducted several Eagle Scout projects in the park such as the construction of a bench-lined deck and two bridges. The deck is used for social gatherings of all kinds including concerts and other community activities.

Municipal Golf Course

A 10-acre tract of land on U.S. Highway 171 includes a nine-hole golf course, club house, refreshment stand (drinks and snacks), paved and lighted tennis courts, 4 employees, and a separately fenced playground for children. There are also barbecue facilities and a roofed, open-air pavilion for picnics and outdoor gatherings. Also includes:

- Pavilion
- Picnic Areas
- Playground
- Banquet Hall
- Restrooms
- Tennis Courts



Leisure Pool

Citizens can come and enjoy all the fun features at the Leesville Leisure Pool, including a water slide and 3 water sprays (rainbow, waterfall, and castle). There are 4 employees and lifeguards. The pool is open during the summer months from June to August.



POLICE DEPARTMENT



The mission of the Leesville Police Department is to demonstrate excellence in policing by working with the community we serve. The Leesville Police Department consists of 34 Officers. These officers swear an oath to uphold and enforce laws while safeguarding the constitutional rights of all citizens.

They provide high quality police services to all of the residents of Leesville through integrity and compassion. It is each officer's sworn duty to work in the protection of life and property through the enforcement of laws and ordinances.

The Department Sections include:

- DARE
- Dispatch/Corrections
- Criminal Investigations Division
- Patrol Division
- SRT
- K-9 Section
- Records Division
- Animal Control



The Patrol Division is directly responsible for the day-to-day delivery of police services and operates around the clock. The officers perform a variety of duties which include

responding to calls or complaints and community policing. Proactive activities include detouring crime and apprehending offenders of crimes such as drugs, OWI and burglaries.

The Criminal Investigations Division is responsible for investigating, prevention and solving of criminal acts perpetrated against people and property. This division includes a certified Juvenile Officer and Evidence Technician. The Investigators work to gather evidence and facts for criminal cases. They conduct interviews, examine records and apprehend criminals. Some of the specific crimes that these Officers investigate are narcotics, fraud, cyber crimes, burglary, theft, sex crimes and homicide. The Juvenile Officer has specialized training in detection, prosecution and care of juveniles. The Evidence Technician collects and secures evidence as well as helps to secure crime scenes and gather evidence.



The Leesville Police Department Jail officers include a Jail Supervisor and 4 P.O.S.T. certified Corrections Officers. These officers protect the public by providing equal care, custody and control to all incarcerated offenders. Corrections Officers book and process prisoners, complete records and reports necessary to document jail activities, control the movement of inmates, and conduct searches of inmates and jail cells. They answer police telephones, dispatch police units, and keep records of these activities. The jail capacity is 36 adult inmates and is the only jail authorized in Vernon Parish and the surrounding area to house juveniles.

The Records Division at Leesville Police Department receives incoming police reports to include arrests, traffic citations and crash reports. They enter data for citations and prepare police reports for attorneys, courts and victims. This department routes police employees for court subpoenas and maintains the police records management filing system. Background checks and fingerprinting for the public is also conducted by this department. The Leesville Police Department Records Clerks are also P.O.S.T. certified Corrections Officers and can assist in jail and dispatch when needed.

The S.R.T. (Special Response Team) Officers are trained to specialize in resolving high-risk tactical situations. They have special training in hostage situations, warrants service, search and rescue, crowd control and rural searches. This team includes a Corrections Officer who uses a computer-aided dispatch system to monitor the team and provided the pertinent information via police radio.

Each certified peace officer at Leesville Police Department is required to complete in-service training annually beginning the first calendar year after receiving their P.O.S.T. certification. This training includes yearly firearms training which is conducted at the Leesville Police Department firing range where there are 2 full time P.O.S.T. certified firearms instructors on staff. Other training includes traffic enforcement, drug

enforcement, hostage negotiations, use of force, legal, CPR, OWI enforcement and many other areas of training that help the Leesville Police Department to keep their officers up to date on training that will help them remain proficient in their line of duty. The department is fortunate to have certified instructors specialized in various areas of training to include defensive tactics and TASER. The goal of the Leesville Police Department is to continue to strive to work together with our community so that we can do more to enhance the quality of life in the City of Leesville, prevent crime, enforce the law, preserve the peace and provide a safe environment for all citizens.

PUBLIC WORKS DEPARTMENT

The Public Works Department is responsible for the construction, maintenance, and repair of the City's infrastructure systems, including storm water, streets, sidewalks, parks, signage, and trail systems, for conducting annual citywide service programs for the residents, and for maintaining the quality and safety of all City facilities and park land. All calls of a utility or public works nature after hours will be redirected to our 911 dispatch center. Water Service is available by the City of Leesville. Public Works averages a personnel pool of 27 members on staff and divides those employees into streets, water, and waste water treatment.



Services:

1. **Construction, Maintenance, and Repair of Infrastructure Systems**

The Public Works Department is responsible for the construction, maintenance, and repair of the City's infrastructure systems. Construction and repair responsibilities are scheduled at specific times throughout the year, while maintenance responsibilities are generally conducted on an ongoing basis. Infrastructure may specifically include concrete and asphalt streets, street signage, gutters, curbs, sidewalks, creek erosion projects, ditching and creek control, and underground storm water lines.



2. **Citywide Service Programs**

The Public Works Department is responsible for conducting brush pickup and pick up of Christmas trees following the winter holidays. A tub grinder is used to grind this debris into wood chips for placement on City trails, and for residents to use as mulch, free of cost. In



addition, the Public Works Department is responsible for clearing post-storm debris from public right-of-ways year-around.

3. **Maintenance of the City Parks System**

The Public Works Department is responsible for completing a number of small and medium scale construction and repair projects in the parks. The department is also responsible for mowing all city properties and highways, approximately 10 acres of park land throughout the growing season, and conducting safety inspections of all playground equipment. In addition, the Public Works Department is responsible for ensuring that all park land, park facilities, and shelters are kept clean and safe for public use.

Public Works fleet include 24 vehicles including:

- Dump trucks
- Street sweeper
- Van
- 6 Lawn tractors
- Small trucks
- Front end loader
- Back hole
- Bull dozers
- Ditch Witch
- Animal control truck
- Ditch bush hog tractor and bush hogs
- Generator Lights
- Mobile generator
- Road pressor
- Sand bag distribution center
- Fueling system
- Storage tanks
- Road Aggregates
- Mobile weed sprayer
- Mechanic shop for maintenance of equipment.



WASTE WATER TREATMENT PLAN

The City of Leesville Wastewater Treatment Plant, received highest honors in 2015 at Louisiana Rural Water Association's Annual Awards Banquet when by winning the 2015 Wastewater System of the Year North Louisiana, for outstanding operation and maintenance.



The facility is located at 2110 University Parkway in Leesville, Vernon Parish. The principal discharge from this existing source is made into Bayou Castor, thence into Bayou Anacoco. Discharge is treated sanitary wastewater from a publicly owned treatment works serving the City of Leesville.

The facilities include 2 employees at the plant. The plant is currently treating approximately 1.5 million gallons of wastewater a day, but has the capability of processing up to 2 million gallons of wastewater daily.



MUNICIPAL AIRPORT



The Leesville Municipal Airport is located four miles west of Leesville on LA Highway 8, and has a 3,807 by 75 feet runway with pilot controlled lighting and instrument approaches. Self-service fuel (Jet A and 100LL) is available 24 hours a day and is always competitively priced.

Our terminal building has a lobby and waiting area, a pilot's lounge, and a flight planning/weather briefing kiosk with free high-speed internet access and Wi-Fi. A courtesy car is available for local use. Assisted fueling and ground handling is available with advance notice.



There is one part-time/on call manager working 15 - 25 hours per week. One part time airport custodian working 25 hours per week including grounds keeping, security, and hanger maintenance.



The runway is 3807 X 75ft oriented north/south (18 – 36). Asphaltic concrete overlay completed in 2004 which is in good condition. Instrument approach procedures available for runway 18-36.

The ramp is 400' by 400' concrete fueling apron and parking apron with 18 tie downs. 150' X 150' concrete apron for agricultural operations. The lighting system: State-of-the-art system installed

2008 to include runway lights, approach lights, building to house control system, and emergency generator.

The fuel storage system is one 12,000 gallon fiberglass storage tank for Avgas fuel (piston aircraft) and one 12,000 gallon fiberglass underground storage tank for Jet a fuel (turbine aircraft). There is extensive rehabilitation of tanks and underground piping along with installation of a fuel monitoring computer completed in 2008 to bring system into compliance with LADEQ standards.

The fuel dispensing system has fuel dispensers that were installed 1986 and are in good condition. The self-service dispenser control with computerized management system was installed 2008. The hangers' total capacity is for 14 aircraft and community hanger capacity is 4 aircraft with current status full. There are six individual "T" hangers with status full. There are four individual box hangers with status full.

Airport customers consist of tenants (business and pleasure), visitors (business and family), air ambulance, disaster relief, search and rescue, law enforcement, military operations/fuel sales, charter flights, agricultural operations. Our quality air transportation is a key component in attracting and retaining business and visitors spend money. Our revenue sources are hangar rent, fuel sales, and agricultural operation ramp fees. Our future plans include improvements from our Airport 2016 Master Plan to remove obstructions southwest of runway by 2018. Additional hangars to be added by 2020 and runway extension to 5300 feet and automated weather reporting by 2021.

2017 PHONE DIRECTORY

Airport

424 Airport Road, Leesville, LA 71446
238-598

Animal Shelter

272 J. L. O'Banion Road, Leesville, LA 71446
238-2887

City Inspector/Permit Office

Administrative Office:
300 S. 3rd St., Leesville
(MHI) 337-208-0195

Chamber of Commerce

1309 N 5th Street, Leesville, LA 71446
238-0349

Clerk of Court (City)

101 West Lee Street, Leesville, LA 71446
238-1531

District Attorney, Asa Skinner

208 S 3rd Street, Leesville, LA 71446
239-2008

E-911

100 N 5th Street, Leesville, LA 71446
238-9911

Fire Department (Leesville)

109 E South Street, Leesville, LA 71446
239-7950

Health Unit

406 Fertitta Blvd, Leesville, LA 71446
238-6410

Housing Authority

213 Blackburn Street, Leesville, LA 71446
392-9977



Leesville Police Department

101 West Lee Street, Leesville, LA 71446
238-0331

Leesville Water Department

101 West Lee Street, Leesville, LA 71446
238-2257/2258

Library

1401 Nolan Trace, Leesville, LA 71446
239-2027

Marshal's Office (City & Ward 1)

101 West Lee Street, Leesville, LA 71446
238-0144

Mayor's Office

101 West Lee Street, Leesville, LA 71446
239-2444

NSU- Fort Polk

3329 University Pkwy, Leesville, LA 71446
392-3100

Police Jury

300 S 3rd Street, Leesville, LA 71446
238-0324

Post Office

303 S 3rd Street, Leesville, LA 71446
239-2841

Progressive Waste (Garbage)

191 Hebert Road, Leesville, LA 71446
535-9522

Public Works (City)

201 Redtown Road, Leesville, LA 71446
239-2995

Public Works (Parish)

602 Alexandria Highway, Leesville, LA 71446
239-9933

Tax Office

117 Belview Road, Leesville, LA 71446
239-1631

Registrar of Voters

301 E Courthouse Street, Leesville, LA 71446
239-3690

Sheriff's Office

1203 S 4th Street, Leesville, LA 71446
238-1311

Social Security

2100 Sartor Street, Leesville, LA 71446
1-888-577-6906

Tax Assessor

301 E Courthouse Street, Leesville, LA 71446
239-2167

Tourism

201 South 3rd Street, Leesville, LA 71446
238-0783

Vernon Parish School Board

201 Belview Road, Leesville, LA 71446
239-3401

Veteran Service

303 E Courthouse Street, Leesville, LA 71446
238-6401

Office of Family Support (Welfare)

1014 6th Street Leesville, LA 71446
238-7030

Planning and Zoning

401 Nolan Trace Leesville, LA 71446
404-4102

Code Enforcement

401 Nolan Trace Leesville, LA 71446
404-4103

Disclaimer

If an agency you know or work with would like to be included in a future resource guide, please feel free to contact The City of Leesville by calling or visiting our website. 337-239-2444 or www.leesvillela.gov. If you or anyone you know is looking for a resource that is not listed in this resource guide, please visit The City of Leesville's resource office at 337-404-4102 or the Vernon Parish Chamber of Commerce at (337) 238-0349.

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